

**ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION**  
**Summary of Minutes**  
**January 24, 2006**

**Voting Members Present:**

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)  
Amy Brooks, Captain, Apache Junction Fire Department  
Hal Collett, Sheriff, La Paz County, Arizona Sheriffs  
Gordon Gartner, Chief, Payson Police Department  
Kermit Miller, Deputy Chief, alternate for Richard Miranda, Chief, Tucson Police Department  
Tracy Montgomery, Commander, Phoenix Police Department  
Kathleen Paleski, Commander, Northern Arizona University Police Department  
Danny Sharp, Chief, Oro Valley Police Department  
Lou Trammell, Deputy Director, Arizona Division of Emergency Management  
Dan Wills, Chief, Sedona Fire District  
Mike Worrell, Captain, Phoenix Fire Department

**Voting Members Absent:**

Ray Allen, Assistant Chief, Tucson Fire Department  
Jan Hauk, President, Arizona Fire District Association/Buckeye Valley Fire District  
Dewayne Woodie, Captain, Ganado Fire District/EMS

**PSCC Support Office Attendees:**

Curt Knight, Executive Director, Public Safety Communications Commission  
Kevin Rogers, Project Manager, Public Safety Communications Commission  
Terry Conner, Commander, Public Safety Communications Commission  
Wayne Kincheloe, Telecommunications Engineer II, Public Safety Communications Commission  
Holly Burkenbine, Administrative Services Officer, Public Safety Communications Commission  
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

**Call to Order and Roll Call**

The meeting was called to order at 1:05 p.m. by Chairman David Felix. Roll call was taken as noted above and a quorum was declared present.

Chairman Felix reported Commissioner Kenneth Witkowski has resigned his position with the Commission. We were asked for input in the selection of another commissioner and have submitted several names to the Governor's Office for replacement of this position. The appointment of this position is decided by the Governor's Office.

**Approval of Minutes from October 26, 2005**

Chairman Felix called for a motion to accept the minutes of the October 26, 2005 meeting as no changes were made. Commissioner Hal Collett presented a motion for approval of the minutes as written. The motion was seconded by Commissioner Gordon Gartner and was unanimously carried.

**Arizona Emergency Radio System (AERS) – Status and Installation Schedule Information**  
(Powerpoint presentation given by Mr. Jay Vargo, Communications Officer, Arizona Division of Emergency Management as well as the Project Manager of the AERS project.)

Mr. Jay Vargo updated the Commission on the AERS project with the following overview. The AERS system involves the upgrade and expansion of the existing Arizona Interagency Radio System (IARS) with the replacement of IARS to AERS. The upgrade enhancements to the existing IARS were a primary solution for near-term, statewide interoperability taking advantage of the existing radio system and infrastructure. This was also a recommendation from the statewide interoperability project study of 2005.

The primary objectives of the AERS system:

- 1) to establish and expand the use of statewide and nationwide interagency I/O frequencies throughout the state to help improve communications between agencies,
- 2) improve coverage in all counties by upgrading and adding UHF and VHF, 800 radios at key sites throughout the state,
- 3) to engineer this system with multi-channel capability for statewide and regional use, and
- 4) to work with the SIEC and local agencies to establish operational procedures for all users.

Project accomplishments have included:

- 1) completed initial radio/suite design and configuration with assistance from Arizona Department of Public Safety Telecommunication radio staff,
- 2) determined equipment locations with most going into DPS mountaintop sites statewide and most with existing microwave access,
- 3) ordered radio/suites for 40 sites with five sites pending final design. Installations are being completed at four sites of the Coconino pilot project. An existing project to expand AERS at three sites in Mohave County is in the works.

Site installation schedule will take place during January – April for the following sites.

- 1) Coconino pilot project (4 sites) will be finishing the end of January.
- 2) Mohave (3 sites) installations will begin in February.
- 3) Next installations (10 sites) will include border county sites followed by some Maricopa sites.

Action items include:

- 1) complete implementation schedule plan,
- 2) complete a final schedule for the remaining year and carryover for 2006,
- 3) establish final operational procedures,
- 4) continue work with the SIEC to implement the newly drafted working AERS statewide policy,
- 5) continue working with users at communication centers, monitoring agencies on call handling, control and overall operation of the system,
- 6) identify and acquire additional funding to complete project. Radio equipment and suites for 40 sites have been funded but additional monies are needed for the remaining suites and especially for miscellaneous peripheral equipment (i.e., antennas, microwave links) and installation for the 33 sites that are on order.

Commissioner Gordon Gartner explained the current situation in communications between the VHF and UHF users as being very difficult and asked specifically if the AERS suite would cover major Highway 87 and 260 in the event of an evacuation/emergency process. Mr. Vargo responded affirmatively it would assist and the design and placement of the sites should cover most metropolitan or highway/byway areas. For areas AERS suite will not cover, provisions have been made to utilize other interoperability plans, i.e., mobile communication vehicles. This would be an improvement over the existing situation today.

Mr. Scott Tillman reported the delivery schedule from the vendor is going to exceed the install rate ability so they expect to have additional hardware available to DPS which they could deploy to sites on an as needed basis. Based on the needs of the fire season last year they deployed some assets to cover the area affected. They would anticipate the ability to do that this year with on-stock assets if current coverage was not available.

Chairman Felix asked about the additional funding needed to complete AERS deployment. Mr. Vargo responded a \$1 million funding request for FY 2006 to complete the additional sites, miscellaneous equipment, antennas and installation is being prepared. Some is funding for minimum microwave requests needing expansion to deliver control of that mountaintop to the regional dispatch center. Chairman Felix stated with this deployment schedule, if a need is recognized and equipment is available, they will work to have some of those sites put up even if it's not part of the plan. If equipment is idle and waiting for installation in a rotation and a need arises statewide, an effort will be made to work out a site's deployment.

Commissioner Lou Trammell stated Arizona Division of Emergency Management has the five mobile systems for use throughout the state to achieve interoperability.

Mr. Jay Vargo requested anyone needing additional information to contact him. Chairman Felix thanked Mr. Vargo for his presentation. No other comments/questions arose.

### **Statewide Interoperability Executive Committee (SIEC)**

(Mr. Mark Venuti, Director, Guardian Medical Transport, provided an update on the SIEC meeting activities in the absence of Captain Paul Wilson and Mr. John Maldonado.)

The Operational Work Group under the direction of Co-Chairs Commander Dan Wells and Division Chief Dave Strayer were tasked with the development of an operating procedure for the use of AERS. After several meetings, an operational policy and procedure document was drafted with the purpose of being used by multiple agencies, bringing order to an operation, and to also be NIMS compliant. The document was exercised at the Northern Arizona University (NAU) Commencement on December 16, 2005. Law enforcement agencies from NAU Police Department, Williams Police Department and Department of Public Safety participated in this commencement and it was felt the exercise went well. The only issue that arose was the tendency to revert to using 10-codes versus plain language. Based on the drafted policy and the exercise outcome, the recommendation brought forward and voted unanimously by the SIEC was for the PSCC to adopt this statewide plan in the use of the AERS system to replace the APCO April 1999 State Plan.

Mr. Venuti reported co-chair Mr. Kevin Rogers, Technical Work Group, updated the Commission on the development of standards for VHF, UHF equipment that will actually help guide the Homeland Security Regional Advisory Committees as they review grant requests. It was reported the Technical Work Group will be meeting in February and March and will update the Commission of their activities at the April meeting.

Mr. Venuti briefed the PSCC on the presentation given by Mr. David Funk, Deputy Manager of NLECTC, to the SIEC on the Computer Assisted Pre-Coordination Resource and Database (CAPRAD) frequency management statewide planning computer system. Mr. Venuti stated the SIEC would gather more information on this computer system to bring forward to the PSCC as an action item.

Co-Chair Mr. John Maldonado announced his resignation from the SIEC effective immediately. Mr. Maldonado made a recommendation of Captain Steve Sager as his replacement. Mr. John Maldonado has been reassigned at the City of Phoenix Fire Department.

Chairman Felix questioned if the operational guidelines would be brought to the next PSCC meeting for approval. Mr. Curt Knight responded this area is unclear to us. Do they require a motion or acceptance by the PSCC or do you accept the recommendation of the SIEC. That's an area we need to learn more about as far as how we want to proceed with that. The activities as performed by the work group of the SIEC were accepted by the SIEC voting body as a whole and made a recommendation that they brought to the PSCC.

Mr. Venuti stated his briefing was informational only and he could not make a recommendation for action but suggested this be put on our next agenda for a formal vote of the PSCC since the SIEC is only an advisory group to the PSCC.

Commissioner Dan Wills proposed approving the first version but didn't feel it should come back to the PSCC for approval each time a change was made to the document. Commissioner Wills suggested we leave it to the SIEC to continue to develop and change the document as necessary.

Commissioner Wills was of the same opinion regarding the CAPRAD system needing PSCC approval. He felt since this was a management tool for planning it should not need PSCC approval. Chairman Felix proposed empowering the SIEC to make those decisions and we put them in place to do that work so they wouldn't have to come back to the Commission and approve every time they make a change or recommend a procedure. Mr. Venuti stated they would keep the PSCC informed of any actions they are taking. Chairman Felix commented the work of the SIEC is one of the most important things we do and thanked Mr. Venuti for his participation and the work of the SIEC.

Commissioner Kathy Paleski briefed the Commission on the NAU Commencement pilot exercise of the operational policies and procedure of the AERS state plan. She reported the plan did work and it has the flexibility to work for the users utilizing it. Two-thirds of the participants involved civilian (facilities staff, electricians, plumbers and a variety of people) as well as the law enforcement personnel. Everybody was placed on the same channel with communication as

the key in addition to the briefing and education prior to the incident. Commissioner Kathy Paleski expressed her thanks for all the efforts put forth at the commencement exercise.

### **Creation of a Governance Subcommittee**

Mr. Knight recognized the work Commissioner Kermit Miller had done in the early days of the committee reference a governance structure. Mr. Knight reported he has had discussions with Commissioner Miller to establish another governance committee to bring recommendations to the PSCC and gave Commissioner Miller the opportunity to speak. Commissioner Miller reported he is looking for a small working group of volunteers from a cross section of the state to assist with this governance committee. A couple of members from Commissioner Miller's staff have volunteered to do the work for the committee and then evaluate what is brought forward. The Governance Committee would then make recommendations to the Commission of their findings. The following people volunteered to serve on the Governance committee: Chairman David Felix, Commissioners Danny Sharp and Dan Wills, Mr. Mark Venuti and Mr. Dave Faulkner, City of Phoenix Police Department. Chairman Felix stated anyone else interested or aware of someone who might want to represent a constituency to pass their name onto the PSCC Support Office.

Chairman Felix asked for clarification and the purpose of the governance committee's structure versus the PSCC's role. Mr. Knight reported the PSCC is a statutorily created governance structure. However, when we have a radio system(s) to manage, fund, upgrade, replace, we are going to need a governing body that would decide who gets to join, cost to join, cost to stay a member, etc. The role of the governance body would be to serve as the management structure of the system once there is a system in place. Based on the solution agreed upon, they may define the governance structure in itself. Also, some advance work that would give us options of how it's done in other places and help us recognize what would work technology or politics wise in Arizona was suggested by Mr. Knight. Chairman Felix reported the governance committee will work on the concept to bring a proposal for a governance structure back to the Commission.

Chairman Felix questioned if the commissioners were able to volunteer. Mr. Knight suggested it be structured somewhat similar or the same as an SIEC not to preclude commissioners. It can include staff members or others you recognize.

Chairman Felix asked our legal representative Lisa Maxie-Mullins if there were any concerns as far as open meeting law requirements. Ms. Maxie-Mullins stated we should follow the SIEC structure and she would need to discuss further with Mr. Knight to see what we are trying to do.

### **Colorado – Consolidated Communications Network of Colorado, Inc. (CCNC)**

(Presentation given by Mr. Michael Coleman, Division Chief, Douglas County Sheriff's Office.)

Mr. Michael Coleman, President, Consolidated Communications Network of Colorado Inc. (CCNC), gave an overview of the CCNC history and organization, membership, challenges, successes, and future direction. CCNC is a system user group founded to manage an interconnected radio network. Their website address is: <http://www.ccncinc.org/>

Mr. Coleman reported on Colorado's digital trunked radio system (DTRS):

- 1) standards-based digital radio network (APCO 25 compliant)
- 2) comprised of local, county, state and federal users/partnerships
- 3) users of 3 different subscriber equipment manufactures
- 4) users of latest technology
- 5) preparing for current/future FCC regulations reference radio frequencies
- 6) being only state system that incorporates 700 MHz in its network today.
- 7) currently 23,000 subscriber ID's are on the system with 430 user agencies

CCNC is comprised of the operational, technical and executive committees. The technical and operational committees are the driving force behind the CCNC. The technical committee is tasked with reviewing applications, coverage, loading, looking at member needs and providing suggestions or making recommendations when new members apply to join. The executive board votes members in or puts in a pending/hold status. Executive committee also does retreats, politics, provides the vision and keeps things in order. The operational committee is tasked with writing the standard operating procedures, focused on operational direction, and have a training subcommittee. Their governance is basically how they govern their user's groups and feel the best way to govern is through their users.

Mr. Coleman reported the biggest problem with the CCNC today is everything is on a semi-formalized handshake. The best and most important advice he offered was to expedite a very basic IGA for the purpose of working with each other in liability and litigation situations. Without an IGA, the ability to go after grants is difficult without the regional standing and authority; however, they have agreed to work by the FCC rules and also by the standard operating procedures. Mr. Coleman advised "partnership is the key to the success." Legislative support is also important.

Some of the challenges they face are:

- 1) agencies and state infrastructure funding,
- 2) maintaining the balanced management (equitable representation from all aspects),
- 3) misinformation/rumors,
- 4) unbudgeted group needs/ability to levy fees (administrative),
- 5) formalized binding agreements.

Successes include:

- 1) wide-area coverage,
- 2) interoperability,
- 3) partnerships,
- 4) user-based management,
- 5) large attendance at regional presentations,
- 6) many system users.

Future direction:

- 1) complete statewide coverage,
- 2) interconnecting with other states for broader coverage,
- 3) authority for oversight,

- 4) grant opportunities to fund users and system costs,
- 5) perpetual funding sources (i.e., legislative effort, grant user fees, etc.) for ongoing maintenance/equipment replacement, staff training, spare parts, etc.,
- 6) continued CCNC success.

As a closing thought, Mr. Coleman asked “How often do you have to qualify with your weapon?” “When was the last time you had to qualify with your radios?” “How often do you use your radios versus your weapon?” Mr. Coleman stated the use and training of our radios needs to be a constant reminder of their capabilities.

Chairman Felix stated we are very fortunate to have our governor pushing for interoperability as well as legislative support. Chairman Felix thanked Mr. Coleman for his excellent presentation. Mr. Coleman then fielded questions from the commissioners.

**Activities in Other States – National Law Enforcement & Corrections Technology Center (NLECTC)** (Presentation on Wyoming’s statewide interoperability efforts given by Mr. Gene McGahey, Deputy Manager, NLECTC.)

Mr. Gene McGahey briefed the Commission on Wyoming’s public safety statewide interoperability system. Their state efforts have been a work in progress for at least 12 years now. Mr. McGahey reported Wyoming is at the same stage and efforts as Arizona in their build-out with the establishment of their PSCC on July 1, 2004. Their technical system is called WyoLink located in the Wyoming Department of Transportation and will be VHF digital trunking and include integrated voice data and AVL applications with 57 sites. NLECTC is engaged in helping them bring in federal agencies and spectrum to alleviate the cross in VHF channels. Their system is designed toward 95% mobile coverage with specific areas providing portable coverage. The WyoLink’s PSCC funding recommendation to the Legislature for their build-out came to \$20+ million with the Legislature offering them \$40+ million which came from the petroleum revenue windfall. Mr. McGahey recommended visiting their website as it provides valuable information which includes all the federal engineering reports. Their website address is: <http://WyoLink.wy.gov>.

Chairman Felix thanked Mr. McGahey for his presentation and Dr. Robert Waldron of the El Segundo NLECTC group for their continued support in our efforts.

**Concept of Operations – Technical Strategy & Implementation**

(Presentation given by Mr. Curt Knight, Executive Director, PSCC and Mr. Kevin Rogers, Project Manager, PSCC.)

Mr. Knight reported on the PSCC’s next steps and direction as taken from the Concept of Operations document: 1) key elements, 2) critical changes, 3) outside factors to consider, 4) steps to implementation, and 5) recap. Bulleted below are the main objectives for each of these categories.

### Key Elements:

- a) system solution
- b) coverage
- c) interoperability
- d) governance and ownership

### Critical Changes:

- a) policy and procedures
- b) mutual aid operations
- c) infrastructure enhancements
- d) training
- e) technology standards

### Outside Factors to Consider:

- a) federal agencies remain in VHF
- b) federal agencies select P25 for new systems
- c) narrowband required for VHF/UHF
- d) 700 MHz spectrum available
- e) 700 MHz interoperability channels are standardized as P25
- f) DHS grant funding P25 “prefer and encourage”
- g) modern 800 and VHF in Arizona
- h) planning underway in Pima, Yuma, West Valley (Phoenix metro)
- i) other?

### Steps to Implementation:

- a) 3 Milestones (#10, 12 and 14, from Concept of Operations)
- b) develop RFP to select consulting firm
  - coordinate with DPS procurement to develop RFP for consulting services
  - RFP with documentation from the Concept of Operations
  - select a firm to provide investment management
  - unbiased consulting firm
  - selection based on ability to meet RFP specs
- c) define solution
- d) understand technology alternatives
- e) meets operational requirements from Concept of Operations
- f) have solicited information from other key stakeholders

Mr. Kevin Rogers stated the development of the Request for Proposal (RFP) began late last year and the estimated date for publication of this RFP will probably be mid-2006. The PSCC is hopeful the selection of the consulting firm will be in early 2007. Mr. Rogers reported on the qualities we are seeking in the consulting firm selected.



Commissioner Wills reported he felt comfortable with the direction the Commission was headed and felt the technology side of things would fall into place but was concerned with the human side of things as the endorsement of NIMS and ICS are factored in. Commissioner Wills stated that wouldn't wait for a long-term solution but perhaps it would be pushed on a number of different levels certainly outside of communications. It also has to go out to other disciplines (i.e., public utilities, hospitals, etc.) mentioned in our model to learn and become comfortable with NIMS and ICS. He expressed his concern with putting the proper emphasis on the people aspect and felt the technology could be worked out.

Mr. Knight questioned if this was focused on the "seamless and uncomplicated" from a user/practitioner standpoint. Commissioner Wills agreed. Commissioner Sharp also agreed but felt the other area was policies and procedures in addition to the training that would also address the human factor.

Chairman Felix reported circumstances have forced those others elements (hospitals, schools, and businesses) to become involved and it seems circumstances have already brought them into the picture. Chairman Felix felt there was a huge concern there and felt this should be something to track so no one is left out and those areas of concern are brought into the picture at the right time.

Mr. Knight requested feedback into what should be put into an RFP so emphasis is centered on the "seamless and uncomplicated." Commissioner Wills stated ensuring our efforts are going where we need them to go and they don't fall off the track. He also mentioned ALETA, POST, Fire Marshals Office, DEM have all these training initiatives running and perhaps we should reach out to them to ensure there's some integration in meeting our needs. Commissioner Trammell stated when personnel go through their 3-year annual exercises that we incorporate NIMS/ICS in our day-to-day training.

Commissioner Trammell stated as systems are built out, personnel will need to go through tabletop, seminars, workshops to train people on how they function on a day-to-day basis inside their jurisdiction but now how they accommodate the mutual aid portion when they respond somewhere else.

Commissioner Worrell stated in development of the exercise training he's noticed in the past especially when an agency or municipality takes control of an incident or an EOC for instance, those EOC's individually think they are running the incident and they disconnect with everybody else. These training exercises need to connect those EOC's with everybody else so they don't isolate themselves and think they are running the whole incident.

Chairman Felix asked at this stage of the game do we ask the consultant to review how you incorporate the training in the use of the system in this RFP. Chairman Felix advised incorporating all these activities into the RFP for the consultants to address. Commissioner Wills stated perhaps it could be an element when going through selection of what kind of experience does the consultant have in that line of work and not just engineering but also the human interface aspect of it.

Mr. Knight stated the policies and procedures continue to be paramount in why they are not talking today and reported there will always be technology issues but mostly policies and procedures continues to be an issue.

Chairman Felix polled the commissioners at the end of the meeting to find out where they stood with the direction the PSCC is headed. All the commissioners concurred with the direction the PSCC was headed and expressed their satisfaction with our progress so far.

### **Date, Time, Location of Next Meeting**

Tuesday, April 25, 2006 at 1:00 p.m.  
Arizona Peace Officer Standards & Training  
2643 East University Drive  
Phoenix, Arizona

July meeting:

Tuesday, July 25, 2006 at 1:00 p.m.  
Burton Barr Central Library  
1221 North Central Avenue  
Phoenix, Arizona

### **Call to the Public**

Chairman Felix's request for a call to the public prompted no comments from the audience. Chairman Felix thanked the audience for their attendance.

### **Recommendation for Future Meetings**

No comments were offered on recommendations for future meetings. Chairman Felix advised we always have the opportunity to contact the PSCC Support Office with any topics for future meetings.

### **Adjournment**

Chairman Felix asked for a motion to adjourn. Motion to adjourn was made by Commissioner Danny Sharp, seconded by Commissioner Dan Wills and was unanimously carried. Meeting adjourned at 3:25 pm.